

Job Title: Education Transport Co-ordinator	Level: L	Job Code: TA00007
Department : Service Delivery, Communities & Housing	Job Family: Highways & Transport	Date Prepared: May 2016
Role reports to (Job Title): Team Leader Education Transport		
<p>Job Purpose:</p> <p>To assist the Team Leader Education Transport in the management, procurement and development of all education transport (mainstream and special needs).</p> <p>To assist the Team Leader Education Transport in the implementation of the Council's policies on education transport entitlement.</p>		
<p>Key Accountabilities:</p> <ol style="list-style-type: none"> 1. To be responsible for the assessment of applications of pupils/students entitlement to transport in line with Council Transport Policy. Convey decision to applicants. To be responsible for the allocation of pupils/students to transport and issue of bus passes. Liaise with Education Admissions Team. 2. Investigate, attend when required and provide supporting information at Education Transport Appeals (Member Panel) against refusal of transport. 3. Maintain databases and spreadsheets and monitor transport through the year including day-to-day problems with transport, replacing lost passes and actioning changes of transport. Procurement of short term/emergency transport. Operate Travel Expenses scheme. Maintain stocks of transport specific stationery. 4. Arrange the provision of mainstream and special needs home to school transport on behalf of Children Services within the context of local policies and national legislation. Review education transport contract route arrangements and plan and tender education transport. 5. Resolve complaints between schools, contractors and parents/guardians. Investigate and rectify daily operational transport issues within the office and by site visits. 		

6. Assess walking routes using relevant computer systems for measuring routes. Liaise with road safety officers for establishing safe routes to schools.
7. Be responsible for processing of payment of lost bus passes.
8. In times of severe weather conditions co-ordinate the actions of operators and brief headteachers or their representatives accordingly to ensure that students get to school where possible in a safe manner.
9. Attend relevant monitoring meetings with contractors to ensure that transport operates smoothly and efficiently and is cost-effective.
10. To be available for office cover to ensure the office is staffed between 0745 and 1700 to respond to passenger transport enquiries and operational issues.
11. Undertake any duties as may be required from time to time, appropriate to the grading of the post.
12. Provide cover for the Education Transport Team Leader when absent.

Post 16 Travel scheme

13. To be responsible for the assessment of applications of pupils/students entitlement to transport in line with Council Transport Policy. Convey decision to applicants. To be responsible for the allocation of pupils/students to transport and issue of bus passes. Liaise with Special Education Needs and Disability and Admissions Team.
14. Monitor costs by maintaining spreadsheets.
15. Attend meetings relevant to Post 16 travel and transport.
16. Be responsible for processing of the payment of Post 16 passes and invoices.

Known Future changes to the Job:

None

Job Scope: No & type of jobs Managed: None.

Typical tasks: Assess entitlement to transport, maintain databases and spreadsheets, prepare and issue tickets, deal with day to day operational problems, other clerical tasks. Carry out annual education transport network reviews to ensure best value.

Job Scope:

Budget: n/a

Assets: n/a

Knowledge & Experience:

Educated to A Level and have relevant compensatory experience within the fields of education and/or public transport.

Passenger transport planning and scheduling experience.

Administrative experience and used to dealing with the public.

Competent in the use of Microsoft Office

Able to work under pressure

Knowledge of appropriate legislation and policies.

Ability to measure walking distances by various means.

Able to proof read and understand timetables

Knowledge of local topography and able to read maps.

Basic knowledge of education system and terminology.

Experience of procurement

Work out of normal hours when required

Available for work throughout August and early September

Full Drivers Licence

An enhanced DBS is required for this position.

Decision Making:

Assessment of applications in line with policy. Advise and make decisions on the basis of sound analysis of data.

Contacts and Relationships:

Officers of the council and external partners. Headteachers/Teachers, Police, members of the public, day centre staff, social workers, parent/guardians, voluntary drivers transport operators and other contractors.

Creativity & Innovation:

Keeping up to date with relevant legislation and best practice

Health and Safety:

In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy

Data Protection:

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Employee Signature:

Print Name:

Date:

Line Manager Signature:

Print Name:

Date: